



# MISSION

WACO | WORLD

<b>Job Description</b>	
<b>MWMW Position Title</b> (type in CAPS): ADVANCEMENT - GRANTS MANAGER	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input checked="" type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
<b>Immediate Supervisor(s):</b> Associate Executive Director of Advancement	
<b>Tasks also assigned by:</b> HARC Staff & MWMW Executive Staff	
<b>Immediate Subordinates:</b> Some oversight for FT Resiliency Center and Community Organizer	
<b>Status:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 11/1/24
	<b>Date Last Revised:</b> N/A
<b>Hours Per week:</b> Exempt – Full-time. 75% of funding is from EPA Community Change Grant. Other 25% is from other funding through MWMW (general donations, other potential grants, etc).	
<b>General Summary:</b> As it relates to the EPA Community Change Grant, manage and track all aspects of grant to ensure compliance and timely reporting deliverables. This position will also spend up to 10 hours per week working on grant research and writing of grants to support Mission Waco’s expanding grant portfolio.	
<b>EPA Grant Management</b>	
1. Coordinate with Grants and Contracts Manager from HARC to ensure proper tracking of budget, and expenses and from subrecipients.	
2. Work with Grants and Contracts Manager from HARC to ensure MWMW compliance and subrecipient compliance with EPA grant.	
3. Work with subrecipients to achieve proper management and accounting of grant funds including but not limited to City of Waco, Baylor University, World Hunger Relief, Inc., and others.	
4. In coordination with HARC, plan and execute any meetings for MWMW’s role as lead agency in the grant.	
5. Coordinate workflow of additional staff hired through EPA grant, to ensure good communication flow and timely reporting. The two positions will include FT Resiliency Center and Community Organizer and PT Admin Assistant/Grants.	
<b>Mission Waco Grant Management</b>	
1. Research grant opportunities that exist for MWMW utilizing subscription to Foundation Directory Online.	
2. Write and assist with writing grants for MWMW to increase grant portfolio for Mission Waco.	
3. As grants are awarded, coordinate with appropriate staff members to ensure successful planning for grant compliance timelines, measures, and reporting.	
4. Coordinate with other areas of MWMW to help our programs improve “grant-readiness” (i.e. assessing benchmarks and other program metrics that are used for grant applications and reporting; making recommendations to exec staff and other program leaders; training for program directors regarding grant application process).	
<b>Additional Functions and Responsibilities</b>	

*The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.*

1. Prepare and/or assist with budget preparation and review processes.	
2. As team grows and as directed by AED-Advancement, participate in recruiting, hiring, and training of new staff.	
3. Attend monthly Mission Waco Staff meetings, team meetings, grant meetings, and training as scheduled.	
4. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
5. As exempt staff, may be requested to A. represent MWMW at various functions, speaking engagements and/or community engagement opportunities (primarily in the Central Texas area with only local travel); B. be on-call (rotation with other exempt staff) during crises or other times of need.	
6. Out of town travel is rare. Typical exceptions are annual Christian Community Development training or other training, as MWMW funding permits.	
<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> 1. Microsoft Word, Excel, PowerPoint	<b>Skills and knowledge preferred:</b> 1. Experience with local, state, and federal grants.
<b>Minimum previous experience required:</b> 1. 1-2 years in grants management 2. General understanding of federal grants and subrecipients.	<b>Previous experience preferred:</b> 1. 3-5 years of Grant Writing and Management experience. 2. 3-5 years of management of Federal Grants
<b>Minimum education required:</b> 1. High School Diploma	<b>Education preferred:</b> 1. Bachelor's Degree
<b>Minimum communication skills required:</b> 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure	<b>Communication skills preferred:</b> 1. Have excellent ability to communicate
<b>Behavioral, emotional, mental requirements:</b> 1. Must be a strategic thinker	
<b>Other requirements:</b> Mature Christ-follower. Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.	

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